

# 2011 Professional Development Registration Form

You also may go to [www.niri.org](http://www.niri.org) to register online.

NAME \_\_\_\_\_ (PLEASE TYPE OR PRINT LEGIBLY WITH INK PEN) \_\_\_\_\_ NIRI MEMBERSHIP NO. \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NICKNAME FOR BADGE \_\_\_\_\_

ANY SPECIAL DIETARY OR PHYSICAL NEEDS? \_\_\_\_\_

ALL REGISTRATIONS MUST INCLUDE PAYMENT.

**Please enroll me in:**

SEMINAR/PROGRAM	COST	DATE/LOCATION
SEMINAR/PROGRAM	COST	DATE/LOCATION
SEMINAR/PROGRAM	COST	DATE/LOCATION

**Payment:**  American Express  Visa  MasterCard  Check

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME AS IT APPEARS ON CARD \_\_\_\_\_ SIGNATURE PANEL NUMBER \_\_\_\_\_

**Please complete and return this form with payment to:**

NIRI, P.O. Box 96040, Washington, DC 20090 or fax (703) 506-3571.  
 How did you hear about this seminar? Check all that apply.

- NIRI Mailing  NIRI Web site  IR Update  NIRI blast e-mail  
 Colleague  Other \_\_\_\_\_

**Benefits:**

NIRI's seminars and other professional development programs help you keep current in your profession. They provide opportunities for you to network with your peers and share ideas, experiences and resources. You'll hear from experts in the field and seasoned veterans willing to share their wisdom and experience.

**To Register:**

Payment must accompany your registration form. You may use your credit card to register online, or mail your registration form along with a check or fax (703) 506-3571 it with your credit card information. We suggest that you keep a copy for your records. Registration is accepted, on a space available basis, up to the date of the seminar. If you want to be included in the attendance roster distributed at the seminar, please register at least a week before the seminar begins. Or, you can go to the NIRI Web site for more seminar information and to register online. You will need to include a credit card payment with your online registration.

**Make Your Hotel Reservation:**

You are responsible for making your own hotel reservations. Hotel costs are not included in your seminar registration fee. For questions about hotels, contact [swall@niri.org](mailto:swall@niri.org).

**Cancellation Policy:**

If you have an emergency and need to cancel your registration for a seminar, you must send your request in writing and keep a copy for your records. If you cancel 30 days in advance, you will receive a full refund. If you cancel a week in advance, you will receive a full refund, minus \$100 administration fee. We cannot refund your money with less than a week's notice, but contact us about sending someone else in your place. For more information about NIRI's administrative policies, to send us a complaint, or to request a refund or cancellation, please contact Mike Hyatt at [mhyatt@niri.org](mailto:mhyatt@niri.org).

If NIRI decides to cancel this seminar for any reason, you are responsible for any charges you incur with the hotel, airline, or travel costs. Program content is subject to change.

**Continuing Education Credits:**

In early 2011, NASBA changed requirements related to CPE credits and non-accounting education providers. As a result, NIRI does not offer CPE credits for NIRI coursework.

**Protecting Your Credit Card Account**

VISA, MasterCard and American Express charge cards contain special numeric identifiers that help protect you from fraudulent use of your account. Since these numbers are never recorded on any retail receipt, NIRI uses them to ensure that the person submitting the order actually has physical custody of the credit/charge card.

The Signature Panel Number for VISA, MasterCard and Discover credit cards is found on the signature side of the card inside the signature block where the card owner signed his/her name. The last three numbers constitute the SPN. The Value Verification Number for American Express charge cards is found above the account number on the right side of the card face and is four digits in length.

**Payment:** Full payment must be received at the time of registration. Registrations received without full payment will not be processed, and a late fee of \$50 will be charged if payment is not received by the start of the seminar. If you are registering within 10 days of the seminar, please send your registration form and payment to our street address (below) or fax a copy of this form with your credit card information. All NIRI memberships are individual memberships, not corporate memberships. Only members of NIRI are permitted to register as members; all others must pay the nonmember rate. NIRI reserves the right to make changes or cancel any program. If you have any questions, please call (703) 506-3570.

**Confirmation:** You will receive confirmation of your registration in approximately 10 days. If you do not receive confirmation, please e-mail [education@niri.org](mailto:education@niri.org).

NIRI ACCOUNTING USE ONLY

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DATE

